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Class Specifications
for the Class:

HAWAIIAN LANGUAGE SPECIALIST

Duties Summary:

Performs research and translates governmental documents, letters, diaries, wills, bills of sale, land records, newspapers, songs and other written materials from the Hawaiian language to the English language; serves as an authoritative reference source to public and private organizations and individuals for the translation of Hawaiian language materials; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is responsible for researching and making literal and idiomatic translations of materials written in the Hawaiian language for the purpose of converting old records in a governmental records depository to the English language in order that they may be readily usable by the general public and governmental agencies and also provides reference services to translate new materials and corroborate existing translations of various Hawaiian language materials for both public and private organizations and individuals. A position in this class serves as a recognized expert for Hawaiian language translation services among all State agencies.

"Translation," as used in this class specification, is defined as "rendering from one language to another," and refers to both written and oral translations.

Examples of Duties:

Uses literary analysis and research methods, which may include tracing root words and terminology, determining classes of words and word relationships, and determining definitions in relationship to usage, and a variety of research materials such as Hawaiian/English dictionaries, histories, and already translated works; draws upon own knowledge, and may confer with other persons in the field to make close idiomatic and literal translations of documents, bills of sale, letters, wills, diaries, newspapers, treaties, leases, negotiations, grants, land records and terms connected therewith from the Hawaiian language to the English language; translates Hawaiian songs, chants, and literature; translates Hawaiian words, sentences or phrases upon request and explains their meaning to the general public; translates from the English language to Hawaiian when requested; prepares translations

for legislators or other governmental agencies when a petition, resolution, or other legislative document is written in the Hawaiian language; serves as a recognized expert in performing translation services for other State agencies; consults with other Hawaiian language scholars to clarify differences in word meanings and usage in both written and spoken Hawaiian; compiles and maintains own reference files of new words, meanings, usage, etc., and shares such information when appropriate to add to knowledge of the Hawaiian language; reviews previous translations of records on file for accuracy and completeness; may serve as a witness in court in cases where the need for translating statements in Hawaiian arises.

Knowledge and Abilities Required:

Knowledge of: The English and Hawaiian languages; grammar, archaic terms and phrases in the Hawaiian language; Hawaiian history, culture, events, and government; analysis and research methods used to verify Hawaiian language materials; general reference sources for Hawaiian language materials.

Ability to: Make close idiomatic and literal English translations from or into the Hawaiian language; express ideas clearly and concisely both orally and in writing; speak, read, write, and understand the Hawaiian and English languages; conduct research to determine most accurate translations by consulting reference books and discussing with others in the field, analyzing and evaluating information, and making informed, justifiable selections; relate particular usage of language to particular time periods/persons in Hawaiian history and point out discrepancies between usage of language in various time periods which could affect translations, particularly if inaccurate translations could affect important matters such as determining land titles, heirs to property.

This is the first specification for the new class HAWAIIAN LANGUAGE SPECIALIST.

Effective Date: June 16, 1988

DATE APPROVED: 6/2/89

/s/ Diana H. Kaapu
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